December 1991
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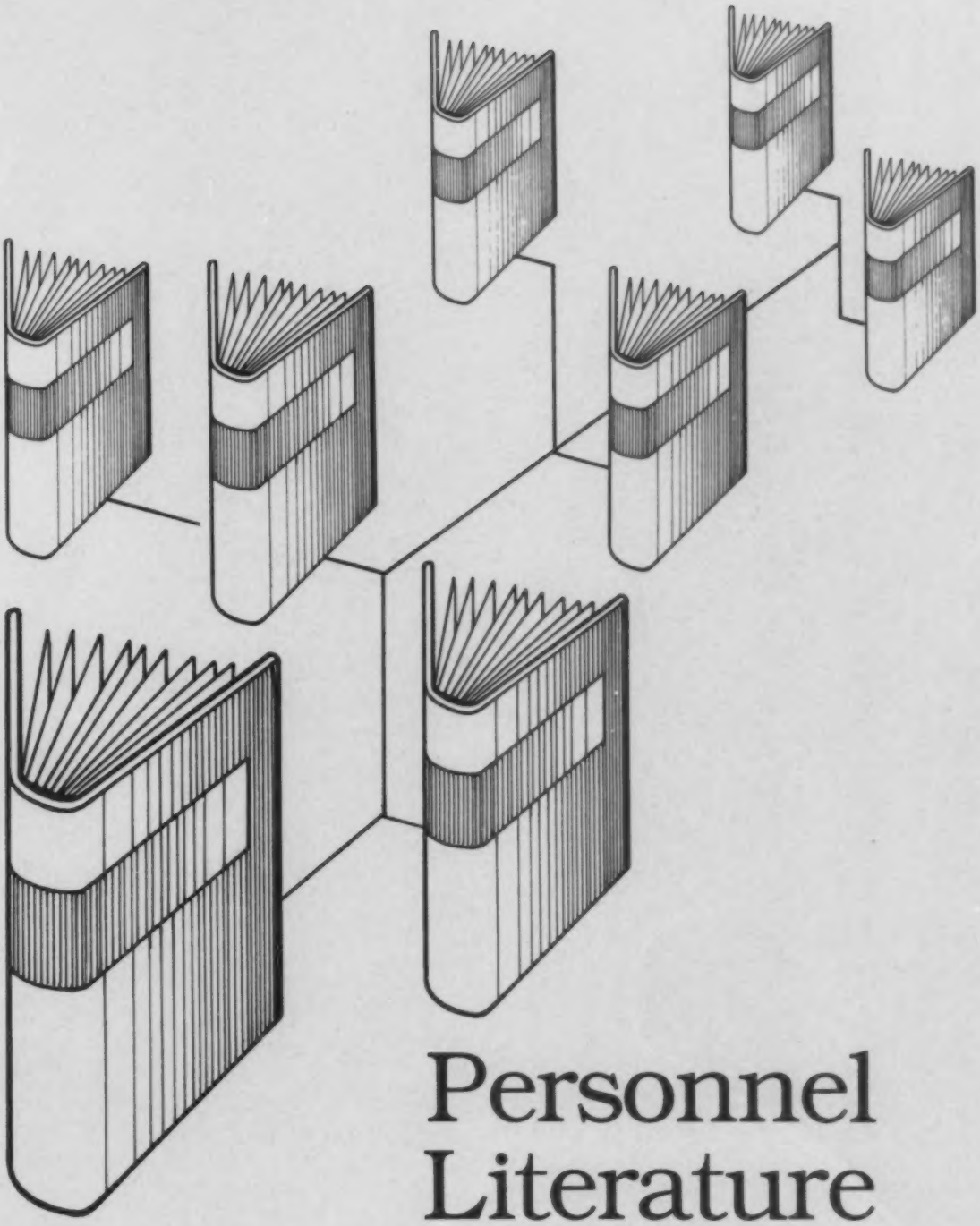

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ABSENTEEISM

12-1

Markham, Steven E. and Gail H. McKee.

Declining organizational size and increasing unemployment rates: predicting employee absenteeism from within- and between- plant perspectives. **Academy of Management journal,** 34:952-965, December 1991.

Descriptors: *Absenteeism causes--Research / *Unemployed / *Organization size--Research.

ATTITUDE SURVEYS

12-2

Standing, Tom, Jerry Martin and Milan Moravec.

Attitude surveys: a catalyst for cultural change. **HR focus,** 68:17-18, December 1991.

Descriptors: *Attitude surveys/ *Employee attitudes / *Cross cultural communication.

CAREER STAFFING

12-3

Greathouse, Christina L.

10 common hiring mistakes. **Industry week,** 241:22-23+, January 20, 1991.

Descriptors: *Selection.

12-4

Mael, Fred A.

A conceptual rationale for the domain and attributes of biodata items. **Personnel psychology,** 44:763-792, Winter 1991.

Descriptors: *Selection--Research / *Biographical inventories--Research.

12-5

Stevens, Larry, Milan Moravec and Albert H. McCarthy.

Recruiting for tomorrow. **Personnel journal,** 70:58-70, November 1991.

Descriptors: *Recruitment--Methods / *Selection--Methods.

12-6

Veterans law comes of age. **Federal bar news & journal,** (Federal Bar Association), 38:486-492+, November-December 1991.

Partial contents: The Veterans' Judicial Review Act of 1988, by Barton F. Stichman; The new kid on the block of veterans' law, by John J. Farley, III; The era of reform generated by the U.S. Court of Veterans Appeals, by Barton F. Stichman.

Descriptors: *Veterans--Employment--Law and legislation.

CIVIL SERVICE, FEDERAL

12-7

Newman, Constance Berry.

OPM refines efforts to increase diversity, attract and keep talent. **Federal times,** 27:5+, January 6, 1991.

Constance Berry Newman is Director, U.S. Office of Personnel Management.

Descriptors: *Recruitment--Methods / *Government service as a career / *Civil service / Federal government.

COLLEGE GRADUATES

12-8

Linden, Dana Wechsler, Jody Brennan and Randall Lane.
Another boom ends. **Forbes,** 149:76-80, January 20, 1992.
Descriptors: *Master of business administration degree--Evaluation / *Master of business administration degree recipients / *Business education--Evaluation.

COMMUNICATION

12-9

Bush, John B., Jr. and Alan L. Frohman.
Communicating in a "network" organization. **Organizational dynamics,** 20:23-36, Autumn 1991.
Descriptors: *Communication techniques / *Communication in management.

12-10

Davidson, Eleanor.
Communicating with a diverse workforce. **Supervisory management,** 36:1-2, December 1991.
Descriptors: *Cross cultural communication / *Communication techniques.

12-11

Stevenson, William B. and Mary C. Gilly.
Information processing and problem solving: the migration of problems through formal positions and networks of ties. **Academy of Management journal,** 34:918-928, December 1991.
Descriptors: *Communication in management--Research / *Executives--Characteristics--Research.

COMPENSATION

12-12

Main, Jeremy.
The battle over benefits. **Fortune,** 124:91-96, December 16, 1991.
Descriptors: *Fringe benefits--Costs.

12-13

Martin, Christopher J. and John F. Meyers.
Court rejects efforts to impose prevailing wages on private sector employers. **Employee relations law journal,** 17:483-489, Winter 1991-92.
Descriptors: *Prevailing rate--Cases.

12-14

Merdinger, Phil and Paul Botkin.
Times "a-changing" as benefits continue to reflect society. **Pension world,** 28:18-20, January 1992.
Descriptors: *Fringe benefits.

12-15

Shultz, Paul T., Douglas J. Tormey and Russell E. Hall.
Martin v. Commissioner: relief from constructive receipt. **Employee relations law journal,** 17:491-502, Winter 1991-92.
Descriptors: *Deferred compensation--Cases.

COUNSELING

12-16

Anderson, Donna J., and Ann Cranston-Gingras.
Sensitizing counselors and educators to multicultural issues: an interactive approach. **Journal of counseling & development,** 70:91-98, September-October 1991.
Descriptors: *Counseling--Methods / *Counselors--Responsibilities / *Cross cultural communication.

12-17

Betz, Nancy E.
Twenty years of vocational research: looking back and ahead. **Journal of vocational behavior,** 39:305-310, December 1991.
Descriptors: *Vocational counseling--Research / *Vocational counseling--History.

12-18

Borgen, Fred H.
Megatrends and milestones in vocational behavior: a 20 year counseling psychology retrospective. **Journal of vocational behavior,** 39:263-290, December 1991.
Descriptors: *Vocational counseling--Bibliography / *Vocational counseling--Research.

12-19

McRae, Mary B. and Samuel D. Johnson, Jr.
Toward training for competence in multicultural counselor education. **Journal of counseling & development,** 70:131-135, September-October 1991.
Descriptors: *Counselors--Training / *Counselors--Education / *Cross cultural communication.

12-20

Overman, Stephenie.
You may not be able to deal with this. **HRMagazine,** 36:46-47, November 1991.
Descriptors: *Violence / *Death--Psychological aspects / *Employee counseling--Case studies.

12-21

Pedersen, Paul B.
Multiculturalism as a generic approach to counseling and development, **Journal of counseling & development,** 70:6-12, September-October 1991.
Descriptors: *Counseling--Methods / *Counselors--Responsibilities / *Cross cultural communication.

12-22

Speight, Suzette L. and others.
A redefinition of multicultural counseling. **Journal of counseling & development,** 70:29-36, September-October 1991.
Descriptors: *Counselors--Responsibilities / *Counseling--Methods / *Cross cultural communication.

DISCIPLINE

12-23

Klaas, Brian S. and Gregory G. Dell'Omo.
The determinants of disciplinary decisions: the case of employee drug use. **Personnel psychology,** 44:813-835, Winter 1991.
Descriptors: *Discipline--Research / *Drug abusers / *Executives--Attitudes.

ELECTRONIC DATA PROCESSING

12-24

Churbuck, David.
Computers/communications: the computer as detective. **Forbes,** 148:150-155, December 23, 1991.
Descriptors: *Artificial intelligence.

12-25

Pitman, Ben.
A systems analysis approach to reviewing completed projects. **Journal of systems management,** 42:6-9+, December 1991.
Descriptors: *Information systems / *Systems analysis.

EMPLOYEE CONDUCT

12-26

Flynn, Kelly.
Protecting the team from sexual harassment. **Supervision,** 52:6-8, December 1991.
Descriptors: *Sexual harassment / *Sexual ethics / *Employee conduct / *Supervisors--Responsibilities.

12-27

Moskal, Brian S.
Sexual harassment: an update. **Industry week,** 240:37-38+, November 18, 1991.
Descriptors: *Sexual harassment--Law and legislation.

12-28

Norment, Lynn.
Black men, black women and sexual harassment. **Ebony,** 47:120+, January 1992.
Descriptors: *Sexual harassment / *Afro-Americans.

EMPLOYEE HEALTH AND MEDICAL CARE

12-29

O'Reilly, Brian.
How to have a heart attack. **Fortune,** 124:79-100, December 2, 1991.
Descriptors: *Executives--Health / *Cardiacs.

12-30

Survey report: managed care is reducing costs. **HR focus,** 68:10, December 1991.
Descriptors: *Medical care--Costs / *Health maintenance organizations--Surveys.

EQUAL OPPORTUNITY IN EMPLOYMENT

12-31
Norris, Megan P.
Limitations on an employer's ability to discipline free speech. **Employee relations law journal,** 17:473-481, Winter 1991-92.
Descriptors: *Freedom of speech--Cases / *Employee rights--Cases.

12-32
Stewart, Thomas A.
Gay in corporate America. **Fortune,** 124:42-56, December 16, 1991.
Descriptors: *Homosexuals--Employment / *Discrimination--Case studies / *Personnel policies.

12-33
Verespej, Michael.
Longer dockets, deep pockets. **Industry week,** 240:64+, November 18, 1991.
Descriptors: *Discrimination--Law and legislation / *Employers' liability--Law and legislation.

ETHICS

12-34
Ciulla, Joanne B.
Why is business talking about ethics?: reflections on foreign conversations. **California management review,** 24:67-86, Fall 1991.
Descriptors: *Business ethics / *Europe.

EXECUTIVES

12-35
Handley, Elisabeth A.
Women as managers and managing women. **Bureaucrat,** 20:15-18, Fall 1991.
Descriptors: *Women executives--Attitudes toward / *Women executives--Characteristics / Federal government.

12-36
Little, Danity M.
Shattering the glass ceiling. **Bureaucrat,** 20:24-28, Fall 1991.
Descriptors: *Women executives--Attitudes / *Senior executive service / *Career patterns / Federal government.

EXECUTIVES--ABILITIES AND CHARACTERISTICS

12-37
Altany, David.
5 good reasons to worry. **Industry week,** 240:54-55+, November 18, 1991.
Descriptors: *Executives--Attitudes / Surveys.

12-38
Benson, Tracy E.
America's best CEOs. **Industry week,** 240:28-31+, December 2, 1991.
Descriptors: *Executives--Portraits, caricatures, etc.

EXECUTIVES--ABILITIES AND CHARACTERISTICS (Cont'd)

12-39
Bylinsky, Gene.
Saving time with new technology. **Fortune,** 124:98-104, December 30, 1991.
Descriptors: *Technological innovations / *Electronic data processing / *Telecommunications / *Time management / *Executives--Abilities.

12-40
Kirk, James J.
Exploring how HRD managers differ from other managers. **Human resource development quarterly,** 2:373-386, Winter 1991.
Descriptors: *Executives--Characteristics--Research / *Personnel directors--Characteristics.

12-41
Levin, Marc A.
The information-seeking behavior of local government officials. **American review of public administration,** 21:271-286, December 1991.
Descriptors: *Executives--Characteristics / *Information management.

12-42
Longenecker, Clinton O. and Dennis A. Gioia.
Ten myths of managing managers. **Sloan management review,** 33:81-90, Fall 1991.
Descriptors: *Executives--Characteristics / *Leadership style / *Management methods.

12-43
Turek-Brezina, Joan and Lucretia Dewey Tanner.
Top men, women view public service. **Bureaucrat,** 20:29-32, Fall 1991.
Descriptors: *Executives--Attitudes / *Job satisfaction / Surveys / Federal government.

EXECUTIVES--COMPENSATION

12-44
Crystal, Graef S.
Why CEO compensation is so high. **California management review,** 34:9-29, Fall 1991.
Excerpted from the author's book, **In Search of Excess: the Over-Compensation of American Executives** (W. W. Norton, 1991).
Descriptors: *Executive compensation--Evaluation.

EXECUTIVES--HEALTH AND MEDICAL CARE

12-45
Hall, Francine S.
Dysfunctional managers: the next human resource challenge. **Organizational dynamics,** 20:48-57, Autumn 1991.
Descriptors: *Executives--Mental health / *Problem employees / *Emotionally disturbed employees / *Behavioral problems.

EXECUTIVES--RESPONSIBILITIES

12-46
Brown, Tom.
What is the executive's job? **Industry week,** 240:42+, November 18, 1991.
Descriptors: *Executives--Responsibilities.

EXECUTIVES--SELECTION AND TESTS

12-47
Whenmouth, Edwin.
Hunting heads in Japan. **Industry week,** 240:34+, November 4, 1991.
Descriptors: *Executives--Selection / *Japan.

EXECUTIVES--TRAINING

12-48
Ragins, Belle Rose and John L. Cotton.
Easier said than done: gender differences in perceived barriers to gaining a mentor. **Academy of Management journal,** 34:939-951, December 1991.
Descriptors: *Mentors--Research / *Women--Attitudes toward.

HANDICAPPED

12-49
Israel, David and Debra Scott.
Hiring under the ADA. **HRMagazine,** 36:87-88, November 1991.
ADA = Americans With Disabilities Act.
Descriptors: *Handicapped--Employment--Law and legislation / *Handicapped--Discrimination / *Equal opportunity in employment--Law and legislation / Handicapped--Selection.

12-50
Prero, Aaron J. and Craig Thornton.
Transitional employment training for SSI recipients with mental retardation. **Social Security bulletin,** 54:2-25, November 1991.
SSI = Supplemental Security Income.
Descriptors: *Mentally retarded--Training / *Mentally retarded--Employment / *U.S. Social Security Administration--Rules and practice.

12-51
Quirk, Barbara.
Disabled passport agency employees: standing tall in the big apple. **State** (U.S. Department of State newsletter), p. 2-5, January 1992.
Descriptors: *Handicapped--Employment / *U.S. Department of State / Federal government.

12-52
Shaller, Elliot H. and Dean A. Rosen.
A guide to the EEOC's final regulations on the Americans With Disabilities Act. **Employee relations law journal,** 17:405-430, Winter 1991-92.
Descriptors: *U.S. Equal Employment Opportunity Commission--Rules and practice / *Handicapped--Employment--Law and legislation.

INCENTIVE AWARDS AND PROGRAMS

12-53
Alexander, Phil.
Don't mistake the map for the territory. **Journal for quality and participation,** 14:106-109, July-August 1991.
Descriptors: *Awards--Evaluation / *Productivity improvement--Evaluation.

12-54
Cole, Robert E.
Comparing the Baldrige and the Deming. **Journal for quality and participation,** 14:94-98+, July-August 1991.
A comparison of the Malcolm Baldrige National Quality Award with the Deming Application Prize.
Descriptors: *Awards--Comparative studies / *Productivity improvement--Awards.

12-55
Schwisow, C. Ronald.
Tools for your motivational campaign. **HRMagazine,** 36:63-64, November 1991.
Descriptors: *Incentive awards / *Motivation--Methods / *Productivity improvement.

INSURANCE, HEALTH

12-56
Bucci, Michael.
Health maintenance organizations: plan offerings and enrollments. **Monthly labor review,** 114:11-18, April 1991.
Descriptors: *Medical care--Costs / *Insurance, Health--Costs / *Health maintenance organizations.

12-57
Verespej, Michael A.
Health-care: no longer just a sick joke. **Industry week,** 241:11-12, January 20, 1992.
Descriptors: *Medical care / *Insurance, Health.

JOB ANALYSIS

12-58
Garwood, Marcia K., Lance E. Anderson and Barry J. Greengart.
Determining job groups: application of hierarchical agglomerative cluster analysis in different job analysis situations. **Personnel psychology,** 44:743-762, Winter 1991.
Descriptors: *Occupational clusters--Research / *Job analysis--Research.

JOB DESIGN

12-59
Dean, James W., Jr. and Scott A. Snell.
Integrated manufacturing and job design: moderating effects of organizational inertia. **Academy of Management journal,** 34:776-804, December 1991.
Descriptors: *Job design / *Industry--Research.

JOB SATISFACTION

12-60

Pond, Samuel, III and Paul D. Geyer.
Differences in the relation between job satisfaction and perceived work alternatives among older and younger blue-collar workers. **Journal of vocational behavior,** 39:251-262, October 1991.
Descriptors: *Job satisfaction research / *Blue collar workers--Job satisfaction.

12-61

Steel, Brent S.
Job satisfaction. **Bureaucrat,** 20:57-59, Fall 1991.
Descriptors: *Job satisfaction / Surveys.

JOB SEARCH

12-62

Sloane, Arthur A.
Countering resume fraud within and beyond banking: no excuse for not doing more. **Labor law journal,** 42:303-317, May 1991.
Descriptors: *Resumes--Cases / *Applications for positions--Cases.

LABOR FORCE

12-63

Bower, Barbara L.
New immigration law places new burdens on employers. **HR focus,** 68:15, December 1991.
Descriptors: *Emigration and immigration--Law and legislation / *Aliens--Employment / *Labor supply.

12-64

Groban, Robert S., Jr.
The Immigration Act of 1990: an employer's primer of its new provisions. **Employee relations law journal,** 17:357-387, Winter 1991-92.
Descriptors: *Emigration and immigration--Law and legislation / *Foreign nationals--Employment--Law and legislation.

12-65

Silvestri, George and John Lukasiewicz.
Occupational employment projections. **Monthly labor review,** 114:64-94, November 1991.
Descriptors: *Labor force--Statistics / *Employment forecasts--Tables.

LABOR TURNOVER

12-66

Bedeian, Arthur G., Edward R. Kemery and Allayne B. Pizzolatto.
Career commitment and expected utility of present job as predictors of turnover intentions and turnover behavior. **Journal of vocational behavior,** 39:331-343, December 1991.
Descriptors: *Labor turnover--Research.

LABOR TURNOVER (Cont'd)

12-67
Schwab, Donald P.
Contextual variables in employee performance-turnover relationships. **Academy of Management journal,** 34:966-975, December 1991.
Descriptors: *Labor turnover causes--Research / *Performance--Research.

LEADERSHIP

12-68
Kuhn, Oliver W.
A new brand of leadership. **Best's review** (life/health insurance edition), 92:25-27+, December 1991.
Descriptors: *Leadership.

12-69
Lang, Donald L.
Transformational leadership is not charismatic leadership: philosophical impoverishment in leadership continues. **Human resource development quarterly,** 2:397-402, Winter 1991.
Descriptors: *Leadership / *Leadership style.

12-70
Pierce, Gordon A.
Management philosophies: what comes after Theory Z? **Journal of systems management,** 42:9-12, June 1991.
Descriptors: *Leadership theory / *Management methods.

LEAVE

12-71
Pulliam, L. Lynn.
Pregnancy disability and child care leave: what does Title VII require? **Employee relations law journal,** 17:511-519, Winter 1991-92.
Descriptors: *Maternity leave--Law and legislation / *Pregnancy.

MANAGEMENT

12-72
Brown, Tom.
Peter Schwartz--the 'art' of taking the long view. **Industry week,** 240:12-14+, November 18, 1991.
Interview with Peter Schwartz, management consultant and author.
Descriptors: *Management--Planning.

12-73
Connor, Jeffrey C.
Managing passive-agressive people. **HRMagazine,** 36:74-76+, November 1991.
Descriptors: *Management methods / *Employee conduct / *Human behavior / *Aggressiveness (Psychology).

12-74
Davis, Tim R. V.
Internal service operations: strategies for increasing their effectiveness and controlling their cost. **Organizational dynamics,** 20:5-22, Autumn 1991.
Descriptors: *Customer service / *Management methods.

12-75
Fertik, Edward.
Applying TQM principles to part-time employees. **Bureaucrat,** 20:42-44, Fall 1991.
TQM = total quality management.
Edward Fertik is chief of test administration, New York City Area Office, U.S. Office of Personnel Management.
Descriptors: *Quality control--Case studies / *Management--Case studies / *Part-time workers / U.S. Office of Personnel Management / Federal government.

12-76
Fleming, Peter C.
Empowerment strengthens the rock. **Management review,** 80:34-37, December 1991.
Descriptors: *Delegation / *Management methods / *Power (Social sciences).

12-77
Frohman, Mark.
American organizations: right aim, bad implementation. **Industry week,** 240:12-14+, December 2, 1991.
Descriptors: *Management / *Customer service / Surveys.

12-78
Landon, Lucia W.
We didn't fall through the cracks. **HRMagazine,** 36:48-50, November 1991.
Descriptors: *Disasters--Case studies / *Crisis management--Case studies / *U.S. Environmental Protection Agency.

12-79
Lenway, Stephanie Ann and Kathleen Rehbein.
Leaders, followers, and free riders: an empirical test of variation in corporate political involvement. **Academy of Management journal,** 34:893-905, December 1991.
Descriptors: *Lobbying / *Corporations / *U.S. International Trade Commission.

12-80
Leonard, Bill.
Battling natural disaster. **HRMagazine,** 36:50-52, November 1991.
Descriptors: *Disasters--Case studies / *Crisis management--Case studies / *Management methods.

12-81
Leonard, Bill.
What luck really means. **HRMagazine,** 36:53-55, November 1991.
Descriptors: *Disasters--Case studies / *Crisis management--Case studies / *Management methods.

MANAGEMENT (Cont'd)

12-82
McClenahen, John S.
From the heartland. **Industry week,** 240:22-23+, December 2, 1991.
Descriptors: *Management.

12-83
Overman, Stephenie.
After the smoke clears. **HRMagazine,** 36:44-46, November 1991.
Descriptors: *Violence / *Crisis management / *Management methods.

12-84
Rafaeli, Anat and Robert I. Sutton.
Emotional contrast stategies as means of social influence: lessons from criminal interrogators and bill collectors. **Academy of Management journal,** 34:749-775, December 1991.
Descriptors: *Influence (Psychology)--Research.

12-85
Sheridan, John H.
Managing by "the golden rule." **Industry week,** 240:24+, November 18, 1991.
Descriptors: *Management--Case studies / *Profit-sharing.

12-86
Watson, Richard T. and Robert P. Bostrom.
Enhancing group behavior with a keypad-based group support system. **Human resource development quarterly,** 2:333-354, Winter 1991.
Descriptors: *Meetings--Research / *Meetings--Automation / *Group dynamics.

12-87
Williamson, Herb.
In harm's way. **HRMagazine,** 36:55-59, November 1991.
Descriptors: *Crisis management--Case studies / *Overseas personnel / *War / *Emergency planning / Federal government.

OCCUPATIONS AND OCCUPATIONAL CHOICE

12-88
Cohen, Aaron Groff and Barbara A. Gutek.
Sex differences in the career experiences of members of two APA divisions. **American psychologist,** 46:1292-1298, December 1991.
APA = American Psychological Association.
Descriptors: *Psychologists / *Career patterns / Surveys.

12-89
Meier, Scott T.
Vocational behavior, 1988-1990: vocational choice, decision-making, career development interventions, and assessment. **Journal of vocational behavior,** 39:131-181, October 1991.
Descriptors: *Occupational choice--Research / *Vocational counseling--Research / *Employee development--Research / Literature reviews.

OCCUPATIONS AND OCCUPATIONAL CHOICE (Cont'd)

12-90
Parrish, Berta and Luanne Lea.
Overcoming stereotypes: women in aviation. **Initiatives,** 54:23-33, Summer 1991.
Descriptors: *Nontraditional employment / *Women--Employment.

12-91
Reibstein, Larry.
Where the jobs are. **Newsweek,** 119:42-45, January 20, 1992.
Descriptors: *Career opportunities / *Labor mobility / *Occupations--Statistics.

12-92
Roy, Daniel J.
Lawyers in government: challenge, hours make up for salaries. **Federal times,** 27:1+, February 3, 1992.
Descriptors: *Government attorneys--Attitudes / *Government attorneys--Pay / *Pay--Comparative studies / Federal government.

ORGANIZATIONAL BEHAVIOR

12-93
Cox, Taylor H., Sharon A. Lobel and Poppy Lauretta McLeod.
Effects of ethnic group cultural differences on cooperative and competitive behavior on a group task. **Academy of Management journal,** 34:827-847, December 1991.
Descriptors: *Organizational behavior--Research / *Performance--Research / *Minority groups--Characteristics--Research / *Cross cultural communication--Research.

12-94
Ferris, Gerald R. and Thomas R. King.
Politics in human resources decisions: a walk on the dark side. **Organizational dynamics,** 20:59-71, Autumn 1991.
Descriptors: *Political psychology / *Social psychology / *Organizational behavior.

12-95
Reilly, Nora P. and Charles L. Orsak.
A career stage analysis of career and organizational commitment in nursing. **Journal of vocational behavior,** 39:311-330, December 1991.
Descriptors: *Organizational commitment--Research / *Nursing--Research.

ORGANIZATIONS

12-96
Boeker, Warren and Jerry Goodstein.
Organizational performance and adaptation: effects of environment and performance on changes in board composition. **Academy of Management journal,** 34:805-826, December 1991.
Descriptors: *Organizational effectiveness--Research / *Directors of corporations.

ORGANIZATIONS (Cont'd)

12-97
Boynton, Andrew C. and Bart Victor.
Beyond flexibility: building and managing the dynamically stable organization. **California management review,** 34:53-66, Fall 1991.
Descriptors: *Organizational effectiveness.

12-98
Collins, James C. and Jerry I. Porras.
Organizational vision and visionary organizations. **California management review,** 34:30-52, Fall 1991.
Descriptors: *Organizations--Climate / *Organizational effectiveness.

12-99
Ott, J. Steven.
Disentangling the rites of organizational passage. **Bureaucrat,** 20:53-56, Fall 1991.
Descriptors: *Organizations--Climate / *New employees.

OVERSEAS PERSONNEL

12-100
Feldman, Daniel C.
From Desert Shield to Desert Storm: life as an expatriate in Saudi Arabia during the Persian Gulf crisis. **Organizational dynamics,** 20:37-46, Autumn 1991.
Descriptors: *Overseas executives--Case studies.

PARTICIPATIVE MANAGEMENT

12-101
Coates, Edward M., III.
Profit sharing today: plans and provisions. **Monthly labor review,** 114:19-25, April 1991.
Descriptors: *Profit-sharing--Case studies.

12-102
Guaspari, John.
Limits can be liberating. **Journal for quality and participation,** 14:6-10, September 1991.
Descriptors: *Quality control / *Participative management / *Management methods.

12-103
McCabe, Cynthia A.
Employee involvement: career opportunities for women. **National business woman,** 72:22-23, Winter 1991.
Descriptors: *Participative management / *Suggestion systems / *Women--Career opportunities.

PARTICIPATIVE MANAGEMENT (Cont'd)

12-104
Magjuka, Richard J. and Timothy T. Baldwin.
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Descriptors: *Participative management.

12-105
Magjuka, Richard J. and Timothy T. Baldwin.
Team-based employee involvement programs: effects of design and administration. **Personnel psychology,** 44:793-812, Winter 1991.
Descriptors: *Participative management--Research / *Teamwork--Research.

12-106
Rosen, Corey.
The options option: a new approach to employee ownership. **Management review,** 80:30-33, December 1991.
Descriptors: *Employee ownership / *Stock purchase plans / *Participative management.

PERSONNEL ADMINISTRATION

12-107
Caudron, Shari.
Strategic HR at First Chicago. **Personnel journal,** 70:50-56, November 1991.
Descriptors: *Banks and banking--Case studies / *Personnel administration--Case studies.

12-108
Dunivan, Larry.
Implementing a user driven human resource information system. **Journal of systems management,** 42:13-15, October 1991.
Descriptors: *Personnel information systems / *Personnel departments.

PERSONNEL POLICIES

12-109
Slack, James D.
The management of AIDS in the workplace. Is mandatory testing the answer? **PA times** (American Society for Public Administration), 15:11, January 1, 1992.
Descriptors: *AIDS (Disease) / *Personnel policies.

12-110
Smith, Bob.
Diversity with a difference. **HR focus,** 68:5, December 1991.
Descriptors: *Homosexuals--Personnel policies / *Personnel policies--Case studies.

PERSONNEL POLICIES (Cont'd)

12-111
Zigarelli, Michael A.
Random drug testing in the public sector: the legal parameters. **Employee relations law journal,** 17:459-471, Winter 1991-92.
Descriptors: *Medical and physical examinations--Law and legislation / *Medical and physical examinations--Cases / *Drug abusers / Federal government.

PRODUCTIVITY

12-112
Benson Tracy E.
IQS^{SM} defines the gold. **Industry week,** 241:28+, January 20, 1992.
IQS^{SM} = International Quality Study.
Descriptors: *Quality control.

12-113
deBono, Edward.
Quality is no longer enough. **Journal for quality and participation,** 14:12-17, September 1991.
Descriptors: *Productivity improvement.

12-114
Tett, Robert P., Douglas N. Jackson and Mitchell Rothstein.
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Descriptors: *Performance--Research / *Personality--Research.

12-115
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Partial contents: A global vision of quality, by Armand V. Feigenbaum; Top management must participate, by Boudewijn Bertsch and Roger Williams; Building a theory of employee participation, by Ingo von Ruckteschell; A case study in developing self-managing workteams, by Dan Enslow; The evolution of Japanese leadership in quality, by J. M. Juran; Total quality control and quality control circles in China, by Pul Lunchang; Grassroots perestroika, by John Simmons.
Descriptors: *Productivity improvement--Comparative studies / *Participative management--Comparative studies / *Russia / *Japan / *India.

PROFESSIONAL EMPLOYEES

12-116
Katsh, Ethan.
The law librarian as paratrooper. **Law library journal,** 83:627-631, Fall 1991.
Descriptors: *Law librarians--Responsibilities / *Law libraries--Automation.

12-117
North, Joan DeGuire.
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Descriptors: *Women--Characteristics / *Women executives--Characteristics / *College administrators / *Listening.

PROFESSIONAL EMPLOYEES (Cont'd)

12-118

Slinger, Michael J.

Opening a window of opportunity: the library staff as a meaningful and integrated part of the law school community. **Law library journal,** 83:685-704, Fall 1991.

Descriptors: *Law librarians--Responsibilities / *Law--Study and teaching / *Law libraries--Administration.

PUBLIC ADMINISTRATION

12-119

Ginsburg, Alan.

Fulfilling the promise of program evaluation. **Bureaucrat,** 20:49-52, Fall 1991.

Descriptors: *Program evaluation / *U.S. Department of Education--Administration / Federal government.

12-120

Koch, Charles H., Jr.

An issue-driven strategy for review of agency decisions. **Administrative law review,** 43:511-558, Fall 1991.

Descriptors: *Administrative agencies--Rules and practice / *Judicial review.

12-121

McKenna, Joseph F.

TQ government. **Industry week,** 240:12-14+, November 4, 1991.

TQ = total quality.

Descriptors: *Quality control / *Public administration.

12-122

Montjoy, Robert S. and Jeffrey L. Brudney.

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Descriptors: *Volunteers--Utilization--Case studies / State government.

12-123

Snavely, Keith.

Marketing in the government sector: a public policy model. **American review of public administration,** 21:311-326, December 1991.

Descriptors: *Public administration.

REDUCTION IN FORCE

12-124

Bulger, Brian W. and Carolyn Curtis Gessner.

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Descriptors: *Reduction in force / *Employers' liability.

REDUCTION IN FORCE (Cont'd)

12-125
Tjosvold, Dean.
Foolproof your restructuring plan. **HRMagazine,** 36:79+, November 1991.
Descriptors: *Organizational structure / *Reorganization plans--Case studies / *Reduction in force--Case studies.

RELOCATION

12-126
Griffin, Charles J., Jr. and Mark A. Jones.
Work relocations--the changing rules represent a victory for organized labor. **Employee relations law journal,** 17:389-404, Winter 1991-92.
Descriptors: *Relocation--Law and legislation / *U.S. National Labor Relations Board--Rules and practice.

RETIREMENT

12-127
Highberger, William F.
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ERISA = Employee Retirement Income Security Act.
Descriptors: *AIDS (Disease) / *Retirement income / *Discrimination--Law and legislation.

SAFETY

12-128
Blum, Karen M.
A worker's safety rights. **National law journal,** 14:17-18, January 20, 1992.
Descriptors: *Safety--Law and legislation / *Safety--Cases.

12-129
Eldredge, Marcia.
Safety in the workplace. **National business woman,** 72:17-18+, Winter 1991.
Descriptors: *Human engineering / *Safety / *Working conditions / *Health, Employee.

SUPERVISION

12-130
Buhler, Patricia.
The keys to shaping behavior. **Supervision,** 63:18-20, January 1992.
Descriptors: *Supervision / *Organizational behavior--Control.

12-131
Nelson, Andre.
Developing the one perfect supervisory style. **Supervision,** 63:14-15+, January 1992.
Descriptors: *Supervision.

THOUGHT AND THINKING

12-132
Dumaine, Brian.
Closing the innovation gap. **Fortune,** 124:56-57+, December 2, 1991.
Descriptors: *Technological innovations--Case studies / *Creative thinking--Case studies.

12-133
Parachin, Victor M.
Seven ways to fire up your creativity. **Supervision,** 53:3-4, January 1992.
Descriptors: *Creative thinking.

12-134
Thornburg, Thomas H.
Group size & member diversity influence on creative performance. **Journal of creative behavior,** 25:324-333, Fourth quarter 1991.
Descriptors: *Creative thinking--Research / *Group dynamics--Research.

TRAINING

12-135
Costa, Maryanne Sugarman.
Training to value diversity. **National business woman,** 72:21+, Winter 1991.
Descriptors: *Training methods / *Cross cultural communication.

12-136
Dangot-Simpkin, Gilda.
How come nothing changed? **HRMagazine,** 36:66-68, November 1991.
Descriptors: *Training evaluation / *Training methods / *Training administration / *Training courses of study.

12-137
de Jong, Jan A.
Final word: the future of on-site training. **Human resource development quarterly,** 2:329-331, Winter 1991.
Descriptors: *On-the-job training.

12-138
de Jong, Jan A.
The multiple forms of on-site training. **Human resource development quarterly,** 2:307-317, Winter 1991.
Descriptors: *On-the-job training--Case studies.

12-139
Dullea, Jim.
A no-cost revitalization of Federal training? **Bureaucrat,** 20:37-42, Fall 1991.
Descriptors: *Training administration--Evaluation / *U.S. Office of Personnel Management--Rules and practice / Federal government.

TRAINING (Cont'd)

12-140
Filipczak, Bob.
Make room for training. **Training,** 28:76-82, October 1991.
Descriptors: *Training / *Teaching--Aids and devices / *Educational technology / *Conference centers.

12-141
Gist, Marilyn E., Cynthia Kay Stevens and Anna G. Bavetta.
Effects of self-efficacy and post-training intervention on the acquisition and maintenance of complex interpersonal skills. **Personnel psychology,** 44:837-861, Winter 1991.
Descriptors: *Training--Research / *Human relations--Research.

12-142
Gordon, Jack.
Training budgets: recession takes a bite. **Training,** 28:37-45, October 1991.
Descriptors: *Training costs--Surveys / *Program budgeting--Surveys / *Economic depression.

12-143
Gradous, Deane B.
Invited reaction: on-site study--structure and responsibility. **Human resource development quarterly,** 2:325-327, Winter 1991.
Descriptors: *On-the-job training.

12-144
Hequet, Marc.
Flip charts and greasepaint. **Training,** 28:65-75, October 1991.
Descriptors: *Training methods / *Role playing.

12-145
Lee, Chris.
Who gets trained in what. **Training,** 28:47-59, October 1991.
Descriptors: *Training courses of study / *Trainees--Characteristics / *Training / *Training methods / *Computer-assisted instruction / Surveys.

12-146
McKenna, Joseph F.
Apprenticeships: something old, something new, something needed. **Industry week,** 241:14-16+, January 20, 1992.
Descriptors: *Apprenticeship / *Vocational education.

12-147
McKenna, Joseph F.
Success with a capital T. **Industry week,** 240:33+, November 18, 1991.
Descriptors: *On-the-job training / *Apprenticeship / *Germany.

TRAINING (Cont'd)

12-148
Rothwell, William J.
Invited reaction: thoughts about on-the-job training and on-the-job learning. **Human resource development quarterly,** 2:319-323, Winter 1991.
Descriptors: *On-the-job training.

12-149
Sleezer, Catherine M.
Developing and validating the Performance Analysis for Training model. **Human resource development quarterly,** 2:355-372, Winter 1991.
Descriptors: *Training needs analysis--Research.

12-150
[**Training** magazine's industry report 1991.] **Training,** 28:31-36, October 1991.
An introduction to the 10th annual survey of employer-sponsored training.
Descriptors: *Training administration--Statistics / *Training costs--Statistics / Surveys.

TRANSPORTATION

12-151
Huey, John.
New frontiers in commuting. **Fortune,** 125:56-58, January 13, 1992.
Descriptors: *Transportation, Employee / *Commuting.

WOMEN--EMPLOYMENT

12-152
Barnard, Timothy L.
Women in the workplace: are they here to stay? **National business woman,** 72:15-16+, Winter 1991.
Descriptors: *Women--Employment / *Mothers--Employment / *Family (Sociological unit) / *Labor turnover rates.

12-153
Costa, Maryanne Sugarman.
Will women's management styles break the glass ceiling? **National business woman,** 72:25-26+, Summer 1991.
Descriptors: *Leadership style / *Women executives--Attitudes toward / *Management methods / *Women executives--Characteristics.

12-154
Eldredge, Marcia.
Women master skills among "tradesmen." **National business woman,** 72:23-24+, Summer 1991.
Descriptors: *Women--Career opportunities / *Non-traditional employment / *Skilled labor / *Women--Attitudes toward.

WOMEN--EMPLOYMENT (Cont'd)

12-155
Harvey, Carol.
How to succeed when it's trying. **Bureaucrat,** 20:33-36, Fall 1991.
Interview with Harriet G. Jenkins of the National Aeronautics and Space Administration.
Carol Harvey is a program management specialist, U.S. Office of Personnel Management.
Descriptors: *Success in employment--Case studies / *Women--Career opportunities / Federal government.

12-156
Horton, Cathy L.
Obstacles and opportunities on the way up. **Bureaucrat,** 20:19-23, Fall 1991.
Descriptors: *Women--Career opportunities / *Presidential Management Intern Program / *Interns (Civil service)--Attitudes / Federal government.

WORK LIFE

12-157
Are you addicted to work? **Supervision,** 63:12-13, January 1992.
Descriptors: *Work addiction.

12-158
Bardwick, Judith M.
Danger in American business: too close to comfort. **HR focus,** 68:6-7, December 1991.
Descriptors: *Job security / *Work values / *Employee attitudes.

12-159
Durity, Art.
The sandwich generation feels the squeeze. **Management review,** 80:38-41, December 1991.
Descriptors: *Family (Sociological unit) / *Eldercare / *Fringe benefits--Case studies.

12-160
Losocco, Karyn A. and Anne R. Roschelle.
Influences on the quality of work and nonwork life: two decades in review. **Journal of vocational behavior,** 39:182-225, October 1991.
Descriptors: *Quality of working life--Research / *Work values--Research / *Job satisfaction research.

12-161
Oldham, Greg R., Carol T. Kulik and Lee P. Stepina.
Physical environments and employee reactions: effects of stimulus-screening skills and job complexity. **Academy of Management journal,** 34:929-938, December 1991.
Descriptors: *Working conditions--Research / *Job satisfaction research / *Performance--Research.

YOUTH

12-162

Matthes, Karen.

Apprenticeships can support the "forgotten youth." **HR focus**, 68:19, December 1991.

Descriptors: *Youth--Employment / *Apprenticeship.

12-163

Matthes, Karen.

Germany's model program. **HR focus**, 68:19, December 1991.

Descriptors: *Apprenticeship--Comparative studies / *Training--Comparative studies / *Germany.

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